



## Understanding the Student Bar Code Label Process for Fall 2008

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# **Arizona Instrument to Measure Standards – High School (AIMS - HS)**

## **Student Bar Code Label Guide**

**Fall 2008**

**Fiscal Year 2009**

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### 1 How does the testing company get student data for the test labels?

ADE provides the testing company, CTB/McGraw-Hill, with data for all students enrolled in schools that will be testing. The data will be extracted out of the Student Accountability Information System (SAIS). Data must be uploaded into SAIS and pass integrity in order for student information to be included in the label file. Students in Cohorts 2010, 2009, and below who have yet to pass one or more content areas of AIMS HS (writing, reading, mathematics) will automatically be included in the label file. District test coordinators may select additional students to include in the label file.

### 2 How do get a list of the students who will automatically be included in the Fall 2008 label file?

In the Assessment area of the Common Logon, under Student Selection for AIMS HS Fall, District Test Coordinators will be able to view and print a report sorted by district, school, and then student SAIS ID. The report will show all automatically and manually selected students.

### 3 How do I add students to this list?

The Student Selection for AIMS HS Fall application will be available August 18 through September 9 on the ADE Common Logon in the Assessment area. Use this application to identify students who are testing to exceed and to identify students who must test but are not on the "automatically included" list. Directions for using this selection application are posted on the Common Logon.

Precoded student labels will be provided for only those students on the "automatically included" list and those students selected using the Common Logon on application.

### 4 When will the test label data be extracted from SAIS?

ADE will extract SAIS data for the test labels using the schedule below. Students not enrolled on the extraction date will not receive precoded barcode labels.


Test Type	Grades	SAIS Extract Date
AIMS Fall	High School	9/9/08

### 5 How do I assign a student a "Group Name?"

A student can be assigned a "Group Name" using the SAIS Student Test Label transaction (022). The testing group name will be used to sort the labels within a cohort. The group name should contain the teacher's name. The teacher's name must be entered with standard keyboard characters (no accent marks, enyes, umlauts, etc.)

### 6 What if I don't want to use "Group Name?"

If you do not want to use "Group Name," your labels will be sorted alphabetically by cohort for each school.

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**7 What student demographic information will be sent to the testing company - CTB McGraw-Hill?**

The following information will be sent to create a label for a student.

**Table 1 - Master Test Label File Specification**

Field Name	Valid Values / Rules	Source
District Number (district entity ID)	Unique number identifying the district or charter holder.	Enterprise Database
District Name	The name associated with the district entity ID, usually the district name or the charter holder's legal name.	Enterprise Database
School Number (school entity ID)	Unique number identifying the school or charter.	Enterprise Database
School Name	The name associated with the school entity ID, usually the school or charter name.	Enterprise Database
Group Name	Teacher Name	SAIS Test Label Transaction 022
Barcode ID Number	Unique barcode number for this student	Generated
Student's Last Name	Last name	SAIS Enrollment
Student's First Name	First name	SAIS Enrollment
Student's Middle Initial	Middle initial	SAIS Enrollment
SAIS ID	Unique number identifying the student within ADE, 8 characters	SAIS Enrollment
Gender	F = Female M = Male	SAIS Enrollment
Date of Birth	mm/dd/yy	SAIS Enrollment
Cohort	The year that the student should graduate, four years after their first entry in grade 9. For example, students graduating this year are most likely in cohort 2009.	SAIS Enrollment
Ethnic Background	1. White (Not Hispanic) 2. Black or African American (Not Hispanic) 3. Hispanic or Latino 4. American Indian or Alaskan Native 5. Asian or Pacific Islander	SAIS Enrollment
Grade	2 – 12	SAIS Enrollment
Did the student start this school year at this district?	Y= Yes; N= No	SAIS - Calculated
Did the student start this school year at this school?	Y= Yes; N= No If the student enrolled in the school within the first 2 weeks, the value will be "Y"; otherwise it will be "N".	SAIS - Calculated



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Field Name	Valid Values / Rules	Source
Level of English Proficiency	1 = ELL (English Language Learner) 2 = FEP (Fluent English Proficient)	SAIS Transaction 012, where available
Number of years classified as identified in Question 7	English proficiency years	SAIS Enrollment
Type of ELL program	1=SENG 2=MENG 3=WV1 4=WV2 5=WV3 Or Blank	SAIS Enrollment
Number of years in the ELL program identified in Question 9	1 = Structured English Immersion 2 = Mainstream English Classroom 3 = Waiver 1 4 = Waiver 2 5 = Waiver 3	SAIS Transaction 013, where available
Number of years in the School	0 = Less than 1 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 6 = 6 7 = more than 6	SAIS - Calculated
Primary Language	1 = English 2 = Spanish 3 = Navajo 4 = Other	SAIS Enrollment Transaction
Title I	Y = Yes; Blank = No	SAIS Transaction 015, where available
English Language Learner	Y = Yes; Blank = No	SAIS Transaction 013, where available
Migrant Education	Y = Yes; Blank = No	COEStar / SAIS, where available
Special Education	Y = Yes; Blank = No	SAIS Transaction 014, where available
Gifted Education	Y = Yes; Blank = No	SAIS Transaction 015, where available
Speech/Language Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Mild Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Specific Learning Disability	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Emotional Disability	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available



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Field Name	Valid Values / Rules	Source
Moderate Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Visual Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Hearing Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Other Health Impairments	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Orthopedic Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Traumatic Brain Injury	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Multiple Disabilities	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Multiple Disabilities with Severe Sensory Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Autism	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Severe Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available

The barcode program blanks any special characters in the value of the field. An example of specific characters are "-", "'", "\*\*". For example; if the last name of the student is "O'Neil", the barcode application will convert the value to "O Neil". The student last name will be printed as "O Neil" on the barcode label. The "-" will also be removed from the first and last name as well as any other special characters.

- The lower case data is converted to the uppercase by the barcode process.
- **SAIS Number** is the unique number that represents the students. Every record will have unique SAIS Number. Barcodes will not be created for students without SAIS numbers.
- **Group Name** can be used as Teacher Name in the barcode process. We don't have a separate Teacher Name field other than the group name.
- **Student First Name / Last Name:** The student barcode labels will print a maximum of 18 characters for the full student name (Last name, First name, Middle Initial -including spaces and comma). If the student's full name is greater than 18 characters, the following rules will be applied.
  1. If the student's full name, including spaces and comma is greater than 18 characters, one character will be removed from the end of the **first name**.
  2. If the full name is still greater than 18 characters, then another character will be removed from the end of the **last name**.
  3. If the full name is still greater than 18 characters, one character will again be removed from the end of the **first name**.
  4. If the full name is still greater than 18 characters, one character will again be removed from the end of the **last name**.

A maximum of four characters will be removed from a 22-character full name to bring the full name down to 18 characters.



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For an 11-character last name, 7 character first name, and one character middle initial, a total of two characters will be removed from the end of the first name and two characters will be removed from the end of the last name.

For a 10-character last name, 7 character first name, and one character middle initial, two characters will be removed from the end of the first name and one character will be removed from the last name.

For a 9-character last name, 7 character first name, and one character middle initial, one character will be deleted from the end of the first name and one character will be removed from the end of the last name.

### **8 How do I get a list of those students that will have a label created for Fall 2008?**

The ADE provides the ability to view a list of student names sent to CTB for AIMS Label creation. The report - SdTEST02 Test Labels Report - is available at the district level in the Student Detail Data Interchange area under the Common Logon. SdTEST02 contains the following information:

- District ID (CTDS)
- District Name
- District Number
- Test Type
- School CTDS
- School Name
- School Number
- SAIS ID
- Last Name
- First Name
- Date of Birth
- Gender
- Ethnic Background
- Grade
- Cohort
- Group Name

Results are returned alphabetically by school name within the district, then alphabetically by student last name within the school.

### **9 What should I do for students that are not enrolled when the label file is created by ADE?**

Students that are not actively enrolled in SAIS on the date ADE pulls SAIS data will not receive a barcode label. If you have not selected or submitted student data on the Assessment web site, the demographic data for these students will have to be hand bubbled on the students' answer documents using the instructions in the Test Administration Directions.

### **10 What happens if I receive labels for students who do not need to be tested or have left the school?**

Do not use the label. Return the label with the non-scorable test materials.





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- 11 ADE shows a student has not passed a content area, but my records show that the student has passed. Is the student required to retest?**

If you have written evidence, such as a CTB test report or transcript from another school, that the student has passed a content area, then the student is not required to retest in that content area.